



Privacy notice: Sun RDI hub

This is a privacy notice, which is based on articles 13 and 14 of the EU's General Data Protection Regulation.

Data Controller

Turku University of Applied Sciences Ltd

Joukahaisenkatu 3

20520 Turku, Finland

Telephone exchange +358 (0) 2 263 350

kirjaamo@turkuamk.fi

Person in charge and contact persons

Katja Heikkinen, Head of Education and Research.

Contact information of the Data Protection Officer

Please contact in all data protection related matters: tietosuoja@turkuamk.fi

The messages sent to this address are processed by the Data Protection Officer (DPO) and a data protection specialist working with them and as their substitute.

Purpose of processing the personal data

The purpose of processing personal data is to implement courses created in RDI projects on the online learning management system (Sun RDI Hub) and to complete the courses.

Processing personal data is necessary to create user accounts, manage access rights, implement courses and complete courses.

Personal data is processed on the online learning management system to monitor and evaluate participants' course performance and, if necessary, to



issue a course mark or certificate. In addition, employee data is stored for course management purposes.

Legal basis for processing personal data

We process personal data based on

- consent (General Data Protection Regulation Article 6, 1a)
- contract (General Data Protection Regulation Article 6, 1b)

Processed categories and storage times of personal data

The personal data groups processed are

- Staff and users of Turku University of Applied Sciences
- Stakeholder users, such as project partners
- Course participants

The personal data processed are

- first name, last name, email address, country
- user activities, such as coursework answers and assessments
- performance data

Personal data will be deleted no later than 1 year after the data subject's last login to the online learning management system.

Regular information sources

Personal data is mainly received from the data subjects themselves. On a case-by-case basis, data may also be received from the representatives of RDI projects.

Receivers or receiver groups of personal data

Processing of personal data within Turku University of Applied Sciences:



- The data is processed by employees of Turku University of Applied Sciences who implement and organize courses on the platform, as well as by the administrators of the online learning management system.

Processing of personal data outside Turku University of Applied Sciences:

- Data is also processed by project partners and collaborators who implement and organize courses on the platform together with Turku University of Applied Sciences.
- The service provider of the online learning management system processes personal data on behalf of the controller.

The user's name information may be visible to other users of the online learning management system that are on the same course platforms.

Essential information regarding transfer of data to third countries (outside the EU or EEA countries)

The data is not transferred to third countries.

Principles of data protection

The data is accessed only by people whose tasks require access to the data. Access to the service is limited with user IDs and user rights.

An agreement has been made with the service provider of the online learning management system for the implementation of the service, the processing of personal data within the framework of the service and the necessary data security measures. Personal data is stored encrypted on servers managed by the service provider.

Data subjects' rights

According to the General Data Protection Regulation, the data subject has the right:

- to receive information on the processing of their personal data, unless otherwise regulated by the law



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- to request for access to their personal data and rectification regarding incorrect or insufficient information
 - to erase their data (not applied, if the basis for processing is compliance with a legal obligation or performance of a task carried out in the public interest)
 - to restrict the processing of their data
 - to object to the processing of their data, if the basis for processing is general or legitimate interest
 - to request the transfer of data they have submitted themselves from one controller to another, if the basis for processing is consent or agreement
 - withdraw the consent they have given
 - notification obligation of the controller on the rectification/erasure/restricting of processing of personal data
 - not to be subject to automated decision-making (the data subject may allow automated decision-making by their consent)

Data subjects may exercise their rights by contacting the contact person mentioned in the privacy notice or the Data Protection Officer. More information on data subjects' rights is provided by the contact person and/or Data Protection Officer.

If processing the data does not require identifying the data subject without additional information or the controller cannot recognize the data subject, the right to inspection, rectification, data erasure, restriction of processing, obligation to report and transmittal is not applied.

You have the right to file a complaint with the Data Protection Ombudsman's office, if you consider that valid data protection legislation has been breached in processing your personal data. The contact details of the DPO can be found in the beginning of the privacy notice. All requests are processed on a case-by-case basis.
